Airport IQ: Virginia Sponsors Guide

The *Airport IQ: Virginia Sponsors Guide* has been prepared to assist sponsors with the online submission of project requests to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections:

If sponsors have questions about the online submission process, they should contact DOAV's Airport IQ Help Desk staff at 804-236-3632:

Susan Simmers   extension 105
Mike Swain   extension 114
Patty Sturgill   extension 104

Note: The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

1.0 Introduction to Airport IQ

Airport IQ System Manager, referred to in this guide as Airport IQ, is a software application developed for the management of state aviation systems. DOAV is using Airport IQ to manage data on Virginia airports, evaluate project requests, and manage grants. Virginia airport sponsors will use Airport IQ to submit project requests online.

Airport IQ is a web-based program. As such, changes to or between screens will not always be instantaneous. DOAV will supply sponsors with the website address for the Virginia Airport IQ application.

1.1 Overview of Airport IQ

The data in Airport IQ is organized into modules. The menus are displayed across the top of each screen, and the modules are displayed in the navigation bar along the left side of the screen. When a module is open, the module title on the navigation bar will be red.
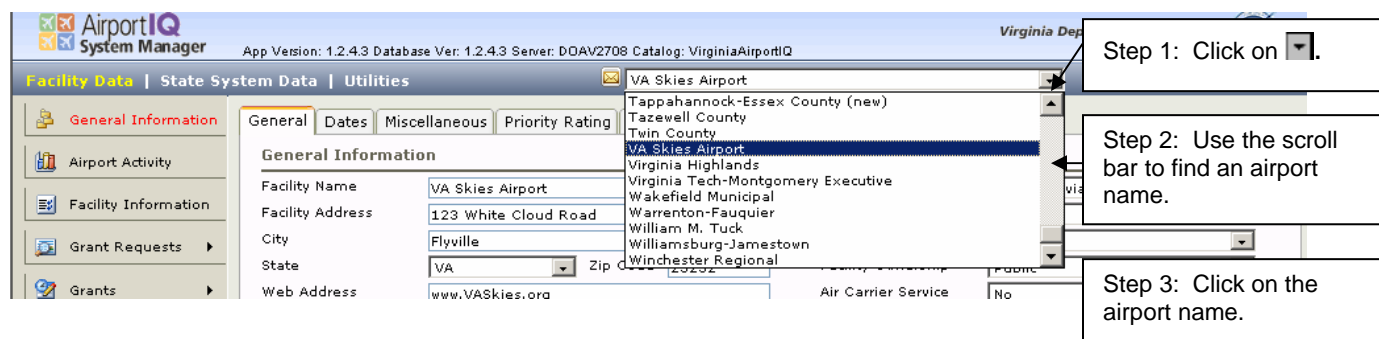

Sponsors will use the Grant Requests and General Information modules under the Facility Data menu. A sponsor will only have access to enter and submit project requests for that sponsor's airport in the Grant Requests module and will only be able to view data for that sponsor's airport in the General Information module.

After the login process is complete, Airport IQ will open to the General Information module. The module screen will first open with just the navigation bar. The sponsor's airport must be selected in order for data to populate the screen. A sponsor can move to the Grant Request module before making an airport selection.

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To select an airport:

1.1.1 Grant Requests Module

Through the Grant Requests module, sponsors will be able to enter and submit project requests to DOAV. This process will involve entering project names and information and uploading supporting documentation, and submission of projects for DOAV evaluation and, for Airport Capital Program projects, recommendation to the Virginia Aviation Board.

1.1.2 General Information Module

Through the General Information module, sponsors will be able to view general facility information about their airports. This module provides a variety of information, including:

- facility address, associated city, and location
- VATSP role and FAA service level
- approval dates for airport layout plan and airport safety zoning
- Virginia Aviation Board region
- minimum standards compliance and airport maintenance condition
- owner and manager contact information

1.2   System Requirement

Airport IQ will operate on any computer running Microsoft Windows with a recent version of the Microsoft Internet Explorer Browser.
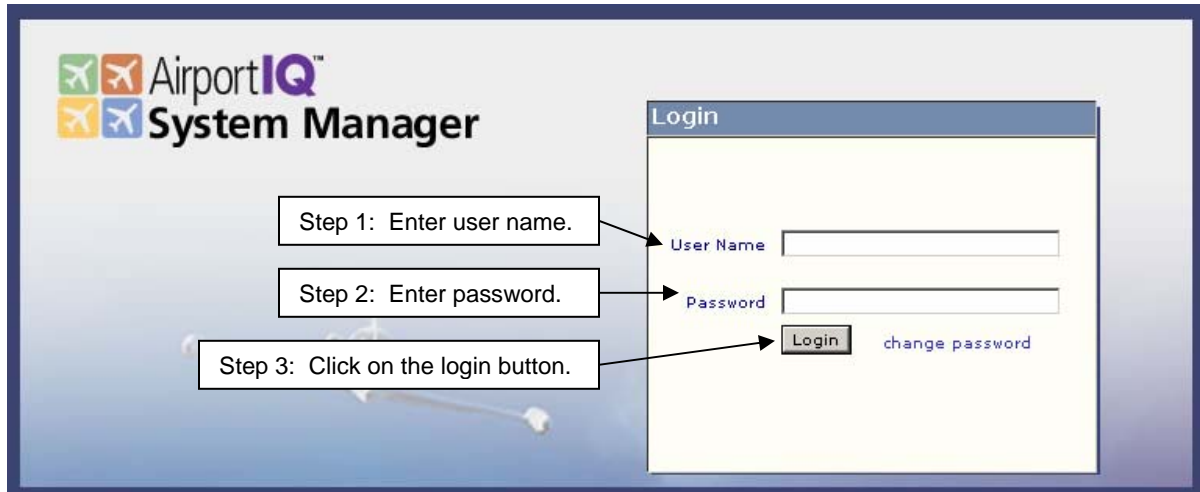
2.0   Login Process

DOAV will provide to sponsors a user name and password unique to each airport. The user name will allow a sponsor to view general information on the sponsor's airport, enter project requests, and submit project requests. A sponsor will only be able to view information and access project requests for the sponsor's airport.

2.1 How to Login

Once the website has been accessed, the login screen will appear.
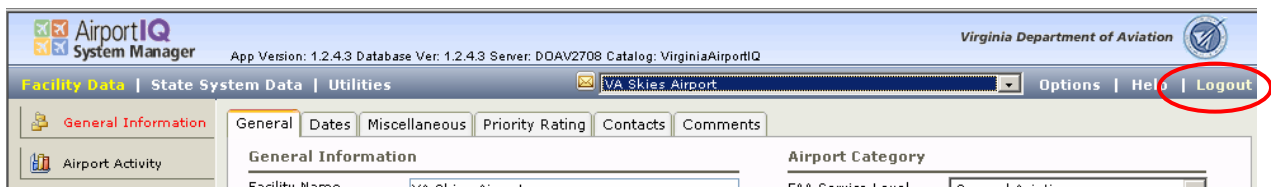
To login:

Once the login process is complete, Airport IQ will open to the General Information module.

2.2 How to Logout

Sponsors can leave Airport IQ by logging out of the program or by exiting the website. If a sponsor logs out of the program, the sponsor will be returned to the login screen. This option is useful if a sponsor needs to end a work session and then return within a short time period. If a sponsor exits the website and then needs to return to the program, the sponsor will need open the application website.

To logout of Airport IQ, click Logout on the menu bar.

2.2.1 Time Out Period
If no activity takes place within Airport IQ for 20 minutes, the program will logout the user. When new activity is attempted, the system will prompt the user to login by opening the login screen.

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2.3   Passwords

Every sponsor has been assigned a unique user name and password. These must be used the first time a sponsor logs into Airport IQ. Sponsors are encouraged to change their passwords once they begin using Airport IQ. Passwords in Airport IQ are case sensitive, should have a minimum of 4 characters, and have a maximum of 34 characters.

To change a password:

After the password change has been completed, Airport IQ will open to the General Information module.

If a sponsor has problems with a password, the sponsor should contact DOAV's Airport IQ Help Desk to have the password reset. After logging into Airport IQ with the reset password, the sponsor should change the password.

If a sponsor wants an airport consultant to be assigned a user name and password for use in assisting the sponsor with project requests, the sponsor must provide DOAV with a written request that includes the firm name and the name, address, email address and phone number of the contact at the firm. The request may be made by mail or email.

3.0   Application Process

Sponsors will enter project requests and submit these requests using the Grant Requests module. This module can be accessed by moving the cursor over the words Grant Requests in the navigation bar; do not try to click on the module as if it were a button. A flyout menu with the choices Grant Requests and Process Management will appear. The Grant Requests choice will be used for entering and submitting project requests. The Process Management choice will be used for entering supporting documentation. To open Grant Requests or Process Management, click on the choice.

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3.1 How to Enter a Project Request

Sponsors need to open the Grant Requests choice to enter project requests. The first time projects are entered or if all entered projects have been submitted, the table will be empty, the total line will carry zeros, and the CIP Data button will be inactive.

To enter a project:

Step 1: Click on 🞣 to open the Add Project popup box.

Step 2: Enter the project name.

Step 3: Click on the 🞩 to close the Add Project popup box.

The project will be shown on the Grant Requests screen.

Please note that all initial entries will show CAF as the project type. The project type can be changed when project information is entered. All entries will have CIP as the status.

To enter project information:

Step 1: Click on the project.

Step 2: Click on the CIP Data button.

For Airport Capital Program projects:

Edit CIP Data -- Web Page Dialog

Edit CIP Data

Project Name	runway rehabilitation (design/constructi	Funding Year	2007
Project Type	CAF		
Description			

Items		State				
	FAA	AC/R Discreti... 2007	GA Discretion... 2007	Maintenance	F&E	Securit 2007
Request	71,250.00	0.00	2,250.00	0.00	0.00	
Total	71,250.00	0.00	2,250.00	0.00	0.00	

...age Dialog

Edit CIP Data

Project Name	runway rehabilitation (design/constructi	Funding Year	2007
Project Type	CAF		
Description			

Items	State					
	cretion... 007	Maintenance	F&E	Security 2007	Local	**Total**
Request	2,250.00	0.00	0.00	0.00	1,500.00	$75,000.00
Total	2,250.00	0.00	0.00	0.00	1,500.00	$75,000.00

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For Airport Special Fund programs:

Step 3: Enter the fiscal year.

Step 4: Select the project type.

Step 5: Enter the project justification or purpose.

Step 6: Enter the requested federal, state, and local dollar amounts, using the enter key to move to the next column.

Use the scroll bar to advance to the columns for other funding programs and the local and total dollar columns.

Step 7: Click on ✕ to close the Edit CIP Data popup box.

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When entering dollar amounts, users should keep in mind the following:

- Commas will not be accepted by Airport IQ.
- The total funding requested will be calculated by Airport IQ.
- Sponsors of air carrier and reliever airports need to enter the state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the state discretionary amounts into the GA Discretionary field.
- A column for state entitlement funds will display when an air carrier airport is selected.

Information on the project type and costs will be shown on the Grant Requests screen:

Projects are listed by fiscal year and alphabetically within each fiscal year.

3.2   How to Enter Supporting Documentation

Sponsors must provide electronic versions of supporting documents for all project requests. The documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in DOAV's *Airport Program Manual*. The naming conventions for the supporting documents are provided in Appendix A of this guide.

Sponsors need to open the Process Management choice to enter supporting documents to Airport IQ.

To enter supporting documentation:

Step 3: Select the type of document. Different document types will display for the different funding programs as noted below.

Step 4: Select electronic as the document format.

Step 5: Select all of the other projects to which the document applies, so the document can be entered for multiple projects at one time. The projects are listed alphabetically.

Step 6: Click on the Browse button to access a file directory.

Step 7: Select the file to be added.

Step 8: Click on the Open button.

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The document type choices for the different funding programs are

Airport Capital Program	• narrative • narrative sketch • environmental documentation • obstruction status documentation • other documentation
• Facilities and Equipment Program • Voluntary Security Program • Maintenance Program	• scope of work • quote/bid • project schedule • sketch
• Aviation Promotion Program • Air Service Development and Enhancement Program	• budget

Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program. Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval.

The document listing will be shown on the Process Management screen:

The documents selected using the project association choice in the Add Document popup box will show on the Process Management screen for the selected projects:

Please note that the project category defaults to construction. DOAV will change the project category during its evaluation of the project request.

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To view a document, click on the View link in the last column.

To delete a document:

3.3   How to Run Reports on Projects and Documents

Once projects are submitted for DOAV evaluation, the project request data and supporting documents will no longer be shown in the Grant Requests module, and sponsors will not be able to access the data or documents. Sponsors are encouraged to run and save a Capital Improvement Program Report and a Project Document Library report for their records before projects are submitted. A Capital Improvement Program Report lists all projects entered but not submitted into Airport IQ and is generated through the Grant Requests screen. A Project Document Library report lists all documents for one project and is generated through the Process Management screen. This report should be run for each project.

To run a Capital Improvement Program Report:

Step 1: Click on the Options button to open the flyout menu.

Step 2: Move the cursor over Reports.

Step 3: Click on CIP Report.

Airport IQ will generate the Capital Improvement Program Report in PDF format.

All projects entered into the Grant Requests module will appear in the reports. Projects are listed by fiscal year and alphabetically within each fiscal year.

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To run a Project Document Library report:

Airport IQ will generate the Project Document Library report in PDF format.

Please note that Project Document Library reports are prepared by project, instead of for all entered projects as the Capital Improvement Program Report is prepared.

3.4   How to Submit a Project Request

Sponsors need to open the Grant Requests choice to submit project requests.

To submit project requests:

Step 1: Select the projects to be submitted.

Step 2: Click on the Submit button.

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Certification -- Web Page Dialog

I herby certify that documentation that shows the airport is free and clear of obstructions to navigational airspace in accordance with FAR Part 77, FAA Advisory Circular 150/5300-13 (Change 9), Runway End Siting Requirements and Virginia Aviation Regulation, Section 5-20-140 has been submitted with this request to the Virginia Department of Aviation.

--OR--

The project(s) requested are to remove obstructions so to bring the airport into compliance with FAR Part 77, FAA Threshold Siting Criteria, Advisory Circular 150/5300-13 and Virginia Aviation Regulation, Section 5-20-140 or resolve a safe for flight issue on the airport.

Step 3: Read the certification and click OK if appropriate.

Ok   Cancel

When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Once projects are submitted, the project information no longer appears on the Grant Requests module screen.
- Projects may be submitted individually.
- Multiple projects may be submitted at one time by using the Control key to select all appropriate projects.

If a sponsor identifies an error in the project request or a change in a project cost after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error or change. DOAV will make the appropriate changes to the project request.

If a sponsor wants or needs to withdraw a project after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written request to withdraw the project. The request may be made by mail or email. DOAV will return the project to the Grant Requests module. The supporting documents will also be returned to the Grant Requests module.

Consultants cannot submit projects for sponsors. When a consultant is working in Airport IQ, the submit button will not appear in the Grant Requests module.

3.5   How to Resubmit a Project Request
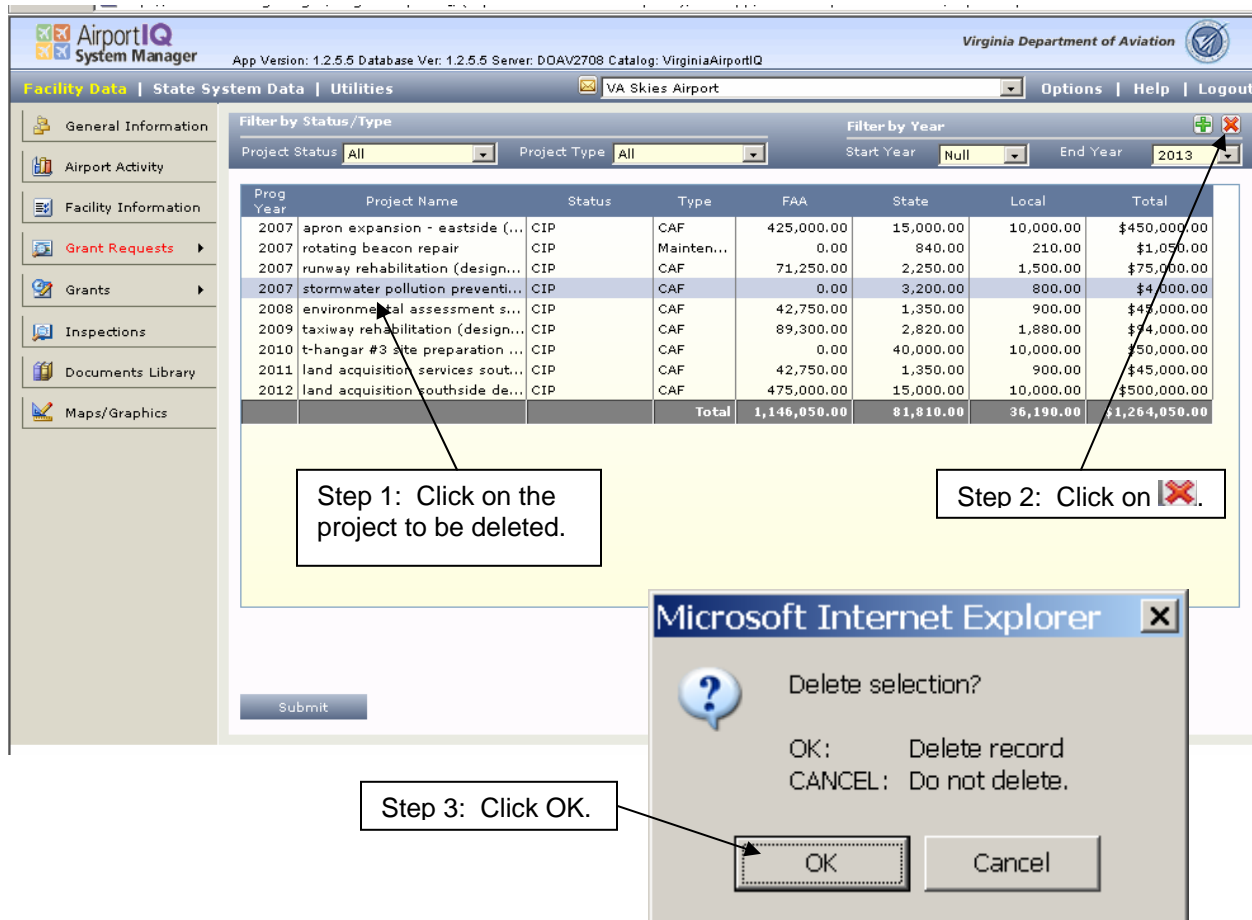
A project will be returned to the Grant Requests module when a project request

- has been withdrawn
- could not be funded due to a lack of available state funding
- was not approved due to unmet eligibility criteria or incomplete technical elements

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Sponsors must revise the request and supporting documents, including the file names, as needed and submit the request again. Unfunded project requests will not be automatically submitted by Airport IQ or DOAV.

3.6   How to Delete a Project Request

Sponsors may delete a project from the Grant Requests module. When a project is deleted, all supporting documents are also deleted.

Projects can only be deleted one at a time.

4.0   Quick Steps to Enter a Project Request

1.   login to Airport IQ using the sponsor's username and password
2.   select airport from airport drop-down box on menu bar
3.   select Grant Requests module
4.   select Grant Requests choice
5.   click on
6.   enter the name of the project in the Add Project box
7.   click on
8.   select the new project from the list of projects
9.   click on the CIP Data button at the bottom right of the screen
10. enter the fiscal year
11. select the project type from the drop-down box
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources from which funds are requested
14. click on
15. select Process Management choice
16. select the project
17. choose the document category
18. click on for the appropriate document category
19. select a document type
20. select other projects with which the document is associated
21. click on the Browse button to access a file directory
22. select the document to be added
23. click on the Save button
24. click on
25. repeat for each project

5.0   Quick Steps to Submit a Project Request

1. select all projects to be submitted
2. click the Submit button at the bottom left of the screen
3. click OK on the obstruction certification popup box

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Appendix A: Naming Conventions for Supporting Document

To improve the efficiency of the project request evaluation process and project management in Airport IQ, the Virginia Department of Aviation (DOAV) has established naming conventions to be used by sponsors when entering supporting documents. The naming conventions are composed of elements and set items. Elements that are document specific are shown as <elements> within each naming convention.

When saving a document, sponsors need to name the file using the conventions below by replacing the elements with the appropriate information. Descriptions of each element and examples of supporting document names are provided.

Funding Programs	Supporting Document Naming Convention
Airport Capital	<airport identifier> <document type> <project > VAB <year> <month>
F&E	<airport identifier> <document type> <project> <date>
Voluntary Security	<airport identifier> <document type> <project> <date>
Maintenance	<airport identifier> <document type> <project> <date>
Aviation Promotion	<airport identifier> budget <project> <date>
Air Service Development	<airport identifier> budget <project> <date>

Element	Programs	Description
airport identifier	all	three-character identifier assigned by FAA
document type	Airport Capital	type of document, identified using the code provided below | Type of Document	Code
---	---
narrative	narrative
narrative sketch	sketch
categorical exclusion letter	catex
coastal zone consistency letter	coastalzone
Finding of No Significant Impact	FONSI
obstruction-free certification	OC	
	F&E Voluntary Security Maintenance	type of document, identified using the code provided below | Type of Document	Code
---	---
scope of work	scope
estimated budget	budget
project schedule	schedule
sketch	sketch	
project	all	project or "all projects" as appropriate
year	Airport Capital	last two digits of the calendar year of the VAB meeting (i.e. 08=2008)
month	Airport Capital	two-digit notation of the month of the VAB meeting (i.e. 02=February)
date	F&E Voluntary Security Maintenance Promotion Air Service	submission date of request formatted as mmddyy

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For the documents relating to an airport's obstruction-free status, the specific type of document entered will be used in place of the project element within the naming convention. These documents are

- independent survey
- PhotoSlope
- 5010 inspection
- license survey
- airport layout plan obstruction information

When a PhotoSlope is used as the obstruction-free documentation, a letter from the sponsor confirming the use of a PhotoSlope and the date of that PhotoSlope needs to be entered into Airport IQ. The term "PhotoSlope" will be used in place of the project element within the naming convention.

If a document is associated with more than one project request being entered but not all of the projects, such as a categorical exclusion letter addressing two projects but not a third, the document name should include all the associated projects.

Examples of supporting document names are provided here.

Programs	Type of Document	Examples of Supporting Document Names
Airport Capital	narrative	VAS narrative apron rehabilitation (construction) VAB 08 06
	narrative sketch	VAS sketch apron rehabilitation (construction) VAB 08 06
	categorical exclusion letter	VAS catex apron rehabilitation (construction) VAB 08 06
	obstruction-free certification	VAS OC 5010 VAB 08 06
Facilities and Equipment	scope of work	VAS scope REIL replacement Runway 3/21 050107
	estimated budget	VAS budget REIL replacement Runway 3/21 050107
	project schedule	VAS schedule REIL replacement Runway 3/21 050107
	sketch	VAS sketch REIL replacement Runway 3/21 050107
Voluntary Security	scope of work	VAS scope fence installation perimeter 050107
	estimated budget	VAS budget fence installation perimeter 050107
	project schedule	VAS schedule fence installation perimeter 050107
	sketch	VAS sketch fence installation perimeter 050107
Maintenance	scope of work	VAS scope rotating beacon repair 050107
	estimated budget	VAS budget rotating beacon repair 050107
	project schedule	VAS schedule rotating beacon repair 050107
	sketch	VAS sketch rotating beacon repair 050107
Aviation Promotion	fly-in event	VAS budget fly-in 050107
	business plan	VAS budget business plan 050107
Air Service Development and Enhancement	airline visit	VAS budget airline visit 050107
	market research services	VAS budget market research services 050107